Placement Correction History (PCH) FAQ

Q: What happens to a child's IV-E eligibility when I modify the child's placement history on the Placement Correction History page?
A: When corrections are made on the PCH page, the eligibility unit will receive an e-mail notification of the updated Out of Home Placement. The eligibility unit will then update the IV-E eligibility based on changes to the child's placement history.

Q: Will the system generate a new payment, adjust previous payments, or create overpayments based on changes made on the PCH page?
A: There is no link between the corrections made on the PCH page and the financial module within eWiSACWIS. If a new payment needs to be issued, previous payments adjusted, or overpayments recouped, this will all need to be done manually within eWiSACWIS. Please work with the fiscal staff in your county as appropriate to make sure any outstanding financial issues are addressed.

Q: What does it mean if a placement's status on the PCH page is "Not Modifiable?"
A: There are two types of placements that fall into the "Not Modifiable" category:
1) **Open Out of Home Placements** – If you need to modify a child's current open placement the changes must be made on the Out Of Home Placement page.
2) **Placements closed within the past 36 days** – A placement must be closed for 37 days or longer before it can be modifiable on the PCH page. This is to ensure that any payments associated with the placement have been able to be processed through the financial batches before it is able to be modified.

Q: How do I get the "Edit" links to appear on the PCH page so I can begin to correct a child's placement history?
A: Due to technical limitations, it is necessary to select the "Save" button on the Placement History Page in order to see the "Edit" links.

Q: Where will the modifications made on the PCH page appear?
A: Once the PCH record is approved it becomes a part of the child's record and is reflected in the following places:
1) **Outliner** (on your desktop or through search) under the placement icon on both the Case and Provider records – Any modified placement will have an "Actions" link after it. Clicking that link will display a list of the approved placement correction details for that placement so the original placement history can be viewed at any time.
2) **Templates** – Any data modified on the PCH page will be reflected on the templates in the system such as the Permanency Plan and the statewide Court Report (CFS-2118).
3) **Reports** – Any data modified on the PCH page is used for our federal reporting for AFCARS and also for our PEP reports.
4) **Ticklers** – Once a child's placement errors have been corrected the system will delete any associated AFCARS tickler once the AFCARS batch has processed the changes. Generally, you will need to wait until the day following the approval of the corrections for the placement related AFCARS ticklers to be deleted.

Q: What if the child was previously placed by another county and now information concerning that placement needs to be corrected?
A: Each county should have an identified Placement Correction History contact so that as counties come across these situations they will have an identified person to contact to discuss the placement issues. Either the other county can give you the necessary information and you can enter the corrections for the child or the other county could choose to make an assignment to the child's case and a designated PCH county worker from the other county can enter the corrections for you. It is important to note that counties will need to work with one another to determine what process works best for them as a PCH record cannot be approved until all errors are corrected.

Q: Why won't the PCH page allow gaps in between the placements in a placement episode?
A: Federal AFCARS reporting requires that there are absolutely no gaps in a child's placement episode. While we have not yet added an edit to prevent gaps to the Out of Home Placement page, it was decided to add the edit to the PCH page since its primary function is to ensure a child's placement record is error-free for reporting purposes.

Q: Who can I contact for guidance on placement documentation/policy issues?
A: If you have specific concerns about how to document certain placements please refer to the Placement Manual. If you still have policy related placement documentation questions please contact Colleen McGroarty. Her e-mail is Colleen.McGroarty@wi.gov and her phone number is 608.266.3808. If you have an issue with the PCH functionality, please contact the eWiSACWIS helpdesk. The helpdesk can be reached by e-mail at DCFhelpdesk@wi.gov or by phone at 608.264.6323 (toll free: 855.264.6323).